

Classification Code: R __ Professional, administrative, and management support services
Set Aside: Total Small Business Set Aside

Contracting Office Address:

Executive Officer for United States Attorneys, 600 E Street NW, Suite 2400, Washington, DC 20530.

Description:

The Executive Office for United States Attorneys (EOUSA) intends to issue one or more Blanket Purchase Agreements for Court Reporting and Deposition Services supporting the District of Indiana. This is a combined synopsis solicitation set aside 100% for small business with the size standard of \$6M per year. The North American Industrial Code is (NIAC) 561492 and the acquisition action is under FAR Part 12 Acquisition of Commercial Items. Interested parties will be able to download solicitation RFQ-USA27-4-0027 and all associated documents at <http://www2.eps.gov/> . The Contractor shall provide all plant, labor, material and equipment except as otherwise provided herein to record and transcribe Grand Jury and deposition testimony, on an “as needed” basis for the **United States Attorney’s Office, located in the Northern District of Indiana**, in accordance with the terms, conditions and Statement of Work set forth in the solicitation. The evaluation processes will apply as follows:

In evaluating quotes, the Federal Government intends to use the following evaluation factors:

- Experience of staff
- Past performance
- Ability to meet physical and personnel security requirements in a timely manner and employees to pass required security background checks.
- Ability to meet the requirements to contract with the Federal Government.
 - Registered with Dunn and Bradstreet (DUNS)
 - Registered in Central Contractor Registration (CCR)
 - Tax Identification Number
- Price

In determining award, the Federal Government intends to use best value in selecting contractor(s) for award.

The location(s) of the courthouse or courthouses where Grand Jury proceedings may be required are:

U.S. Courthouse, 5400 Federal Plaza, Hammond, IN 46320 (Section B.1)

U.S. Courthouse, 204 So. Main St., South Bend, IN 46601 (Section B.2)

U.S. Courthouse, 1300 So. Harrison St., Fort Wayne, IN 46802 (Section B.3)

Distances between the three locations are:

Hammond/South Bend	79 miles
Hammond/Fort Wayne	140 miles
South Bend/Fort Wayne	90 miles

From time to time recording and transcription may be required at other locations within the District.

Contractor may quote to perform the work at one, two or all three of the locations identified above and as outlined in Schedules B.1, B.2, and B.3.

For planning purposes, the following general information is provided:

Historically, the average number of Grand Jury proceedings per year for the USAO has been Hammond 22, South Bend 12, Fort Wayne 11. The average number of depositions per year has been Hammond 5, South Bend 1, and Fort Wayne 1.

Historically, the average maximum number of simultaneous proceedings in any one-day for the USAO, Northern Indiana has been two (2).

The Government makes no representation either expressed or implied that the averages will increase or decrease for the term of the pending Blanket Purchase Agreement. Late and electronic quotes will not be considered. Solicitation documents and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2001-19.

INSTRUCTIONS

1. Fill in the prices on the attached pricing sheets that coincide with the district area you will service, (Section B, Schedule of Commercial Services and Prices) please complete the pricing for all 5 years. The documents are MS Word format, it is desired that they be completed electronically and e-mailed prior to the response date and time. Please verify the math and complete the totals.
2. Read and complete Section E (Solicitations and Provisions) as they apply to your company. The following are mandatory:
 - To include but not limited to completion or fulfillment of the following provisions and clauses:
 - 52.204-3 Taxpayer Identification,
 - 52.204-6 Data Universal Numbering System,
 - 52.219-1 Small Business Program Representation,
 - 52.232-35 Designation of Office for Government Receipt of Electronic Funds Transfer Information, and CCR registration see item 4.
3. Please identify your company name, address, phone number and point of contact, e-mail or fax the entire package prior to the closing date and time.
4. **Attention: Department of Justice Contractors**
All current and prospective contractors interested in doing business with the Federal Government must be registered in the Central Contractor Registration (CCR) database. Contractors not registered in CCR will be ineligible to receive future contract awards or receive payments under existing contracts.

You will need a Dun & Bradstreet (D&B) number to register. If you do not have a D&B number, contact Dun & Bradstreet, Inc. at (800) 333-0505 or you can obtain a DUNS number via the Internet at <http://sbs.dnb.com>

There is no charge to register in CCR. Registration can be completed on line at www.ccr.gov. If you do not have Internet access, contact the CCR Assistance Center

toll free at 1-888-227-2423, they will also provide additional guidance on the registration process. You can also fax you vendor information to the CCR Help Desk at (269) 961-7243.

Additional information

1. The Government may also eliminate a vendor based on the Government's knowledge and/or experience of a vendor's poor performance history.
2. The Government may terminate the agreement at any time if a vendor knowingly violates any policies, provisions or procedures governing the court reporting process.
3. The Service Contract Act is applicable to this requirement. The referenced Wage Determination Number 94-2191 is available through the Department of Labor (DOL) website, www.wdol.gov.

All issues with Fed Biz Opps functions or processes should be addressed to:

Contact Information

Email: fbo.support@gsa.gov

Phone: 877-472-3779 (Toll Free)

Original Point of Contact

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